

BOARD OF COMMISSIONERS MEETING
February 19, 2014
MINUTES

Board of Commissioners for Rockville Housing Enterprises met in Open Session on February 19, 2014 at 621 A Southlawn Lane, Rockville, MD 20850.

PRESENT

Chair Edward Duffy
Vice Chair Henry Battle
Commissioner Steve Marr

IN ATTENDANCE

Ms. Jessica Anderson, Executive Director
Ms. Stacy Brooks, Director of Housing Programs
Councilmember Virginia Onley, Mayor & Council Liaison
Ms. Erin Wilson, City of Rockville, Liaison
Ms. Mary E. Jones, Clerk

GUEST

Mrs. Rae Canizares
Mr. Canizares

ABSENT

Commissioner Tin Hlaing

6:30 p.m.

Chair Edward Duffy called the meeting of Rockville Housing Enterprises Board of Commissioners to order.

6:30 p.m.

1. CONSENT ITEMS:

Chair Duffy noted that the first item of business was the approval of minutes from the Board of Commissioners Meeting January 22, 2014. Chair noted an addition to the information on page 3 under City of Rockville Reports to add the information regarding a new portal on the City of Rockville Web page named Engage Rockville. A change on page 4 to correct Chair Duffy's training related to procedures for Closed Meetings to show that the training was offered by the State of Maryland and the training had recently become a requirement of the City of Rockville.

Hearing no further additions or corrections to the minutes Chair Duffy called for approval of the minutes as corrected. Commissioner Steve Marr motioned that the minutes be recorded with changes as noted. Vice Chair Battle offered a second, all voted aye.

7:00 p.m.

2. CITIZENS FORUM:

Chair Duffy recognized Mrs. Rae Canizares as a guest that was visiting the Board for the purpose of exploring her interest in the possibility of filling the vacancy on the Board of Commissioners. Mrs. Canizares is a Citizen of Rockville and has been a long time volunteer in the community. In response to an inquiry from Commissioner Marr, Mrs. Canizares stated her view is that Housing was a priority for all of us concerned with quality of life for Rockville residents. Discussion with the Board about the lack of affordable housing in the City given the high cost of living in this area ensued. Mrs. Canizares stated her desire to work in an area which would make life better for all citizens of Rockville.

Chair Duffy concluded by thanking Ms. Canizares for her interest.

7:20 p.m.

3. INFORMATION EXCHANGE:

Executive Director's Report.

- Attendance at Lincoln Park Civic Association monthly meeting noted
- Attendance at the monthly Fireside owners meeting. January's meeting was held on January 16th with focus on helping to smooth the transition from one management company to another for Fireside Park.
- Humphrey has started work as the new management company for Fireside Park and provided RHE a copy of their marketing plan. A copy of the plan will be distributed to the Board. Councilmember Onley asked if we had a copy of the marketing plan from Kettler. Director Anderson responded that she had not seen a marketing plan from Kettler.
- We are looking at leasing a new telephone system. Our current system has failed a number of times in the last year and more importantly has a very slow response time for repair. The office has experienced partial to total down times on the telephones and subsequently on the computer systems for several days at a time. The new provider (icore) is local based in Virginia and the provider supplies hardware, software and wiring. All service is provided from one company as opposed to several different subcontractors.
- We continue to search for a maintenance person to be on staff. The goal is to reduce the cost of using a third party contractor.
- The Audit was completed last week. We are over budget by 22k on our Voucher program for the month ending January 2014.
- Tax preparation help for the residents was successful. RHE has two more sessions scheduled for assistance with tax preparation
- TARs are decreasing and we are working toward reaching 11k in delinquent accounts. This number would increase our performance points with HUD to a more acceptable amount.
- Public Housing occupancy rate was 99% at the end of January.
- The REAC inspection occurred on January 22.
- RELP occupancy is 96.4%. All reports are submitted on time to HOC.
- RHE Properties are 100% occupied.

- Fireside is at 86.4% occupied as of January 4th. There are banners & flags up to attract attention and there will be outreach to the restaurants to alert the server population to a opportunity for affordable housing.
- We have submitted invoices to the County for reimbursement of expenses for roofing & pipe work completed at Fireside.
- We were able to request 28% of the available 40% for Pilot due to vacancy rate.
- SRO & MOD rehab budgets have been filed with HUD.

8:10 p.m.

4. CITY OF ROCKVILLE REPORT – ERIN WILSON

Chair Duffy recognized Ms. Erin Wilson. Ms. Wilson stated that she had two items to bring to the attention of the Board. MPDU program item changes for seniors will be coming before the Mayor & Council on Monday February 24th. Two main points will be accommodations in the MPDU ordinance for assisted living facilities and, the payment in lieu of providing MPDU units that new builders of housing would have to provide.

The second point of particular interest is that Upper Rock phase two is beginning to lease up.

8.15 p.m.

5. ACTION & DISCUSSION ITEMS:

The Housing Choice Voucher Administrative Plan main goal is to have our policy match our practices. Director Anderson advised that a copy of the Administrative Plan with the changes noted was in the packet for Commissioners. The Administrative Plan needed updates in part to make it a more working friendly document that was easily understood. New regulations have been included that reduces recertification processing by allowing tenant to hand deliver third party verification documentation.

A main change in the Administrative Plan is the occupancy standards. The new minimum occupancy standard allows for two people to each bedroom space regardless of age or gender. The head of house who will have a room alone or if there is a spouse they will share bedroom quarters. In determining maximum occupancy standards, the living room can be considered a sleeping space. Chair Duffy asked if Ms Wilson would please check with the City code enforcement division to see that maximum occupancy standard does not violate the City Code.

Director Anderson reported that the Rental Assistance Demonstration Program (RAD) Project Based Voucher Program has been added to the Administrative Plan in anticipation of HUD approval of the RAD application. RAD has a mobility option which is outlined in the Administrative Plan. The implementation of RAD will affect the rental amount paid by residents. For some residents this could be substantial, in the neighborhood of about \$12K annually. The tenant rent increases would be a phased in over a three to five year period.

8:40 p.m.

6. ADJOURN:

There being no further business to come before the Board at this time Chair Duffy called for a motion to adjourn. Commissioner Steve Marr offered a motion to adjourn the Regular Session meeting of the Board of Commissioners for February 19, 2010. Vice Chair Henry Battle offered a second. All present voted aye.